

Article I. Preamble

Section 1.01 Foundation of Honor Council

- (a) The Medical College of Georgia (MCG) has operated a student-sponsored, faculty supported Honor System since 1953 when the System was adopted by the student body and faculty. The Honor System is comprised of an Honor Code and an Honor Court.
- (b) The responsibility for the System's implementation rests primarily with members of the student body, both individually and collectively.
- (c) Matriculation in The Medical College of Georgia shall be considered an agreement to abide by the Honor System.

Article II. Honor Code

Section 2.01 The Honor Code requires honorable and ethical behavior in all educational situations and medical responsibilities irrespective of the degree of supervision, guidance, or monitoring provided by the faculty or staff, of all students in the College of Medicine.

Section 2.02 The Honor Code specifically forbids:

- (a) Lying
- (b) Cheating, or attempted cheating
- (c) Stealing, or attempted stealing
- (d) Plagiarism
- (e) Failure to report the knowledge of an Honor Code violation
- (f) Improper internet behavior
- (g) Improper academic conduct

Section 2.03 Definitions

- (a) The following definitions are guidelines for the Honor Court at The Medical College of Georgia. These are not intended to box in questionable offenses and incite the decisive rendering of a responsible verdict to a student's record. The Honor Court can delineate between those offenses that may lie within a gray area of punishable offense or action requiring counseling.
 - (i) *Lying is defined as knowingly furnishing false information with intent to deceive.*
 - (ii) *Cheating is defined as the giving or receiving of unauthorized assistance that might give one student unfair advantage over another with the intent of gaining an unfair advantage.*
 - (iii) *Attempted Cheating is defined as a willful act designed to accomplish cheating but falling short of the goal.*
 - (iv) *Stealing is defined as the unauthorized taking or appropriating of property or services without right or permission from the owner with the intent of gaining an unfair advantage.*

- (v) *Attempted Stealing is defined as a willful act designed to accomplish stealing but falling short of that goal.*
- (vi) *Plagiarism is defined as the act of verbatim repetition, borrowing, or paraphrasing the work of another without crediting the source of material*
- (vii) *Failure to report an Honor Code violation is defined as the act of not reporting a violation to a member of the Honor Council if a violation was witnessed or discovered. This includes failure to sign or falsely signing the honor code.*
- (b) *Improper internet behavior includes but is not limited to:*
 - (i) *Extreme cases of inappropriate behavior on social media. Interpretation of behavior falls on Honor Court, Senior Associate Dean for Undergraduate Medical Education, and the Student Promotions Committee.*
- (c) *Improper academic conduct includes but is not limited to:*
 - (i) *Failure to participate in activities including projects, quizzes, and exams.*
 - (ii) *Failure to comply with quiz retake policies and quiz reviews as outlined in the curriculum.*
 - (iii) *Distribution of professor generated material to parties not matriculated in the Medical College of Georgia without prior consent from the professor.*

Article III. Honor Court

Section 3.01 The Jurisdiction of the Honor Court shall be limited to violations of the Honor Code by students in the School of Medicine. This shall include all MCG-related clinical, research, and classroom affairs and is not limited by the physical boundaries of MCG's campus.

Section 3.02 Composition

- (a) The court shall consist of five members from each class, with freshman members joining during their fall semester.
- (b) Two faculty members shall serve as voting members of court.
 - (i) *These faculty members shall be appointed by the Faculty Senate from the nominations submitted by the student members of the Honor Court and shall remain as faculty members of the court as long as they wish to serve.*
 - (ii) *If there are less than two faculty members of the court, new nominations shall be submitted annually following the election of the new officers of the court at a meeting of the student members of the court.*
- (c) President

- (i) *The President shall direct the proceedings of the Honor Court and file a record of such proceedings with the Senior Associate Dean for Undergraduate Medical Education, as subsequently directed herein, until a new court assumes its duties. The President shall call a meeting of the Honor Council members at least once a semester. The outgoing President shall preside at the initial meeting of the new court, which shall elect its President as the first order of business. The President-elect shall assume his/her office at the conclusion of that meeting.*
- (d) Vice President
 - (i) *The Vice President shall advise the President and shall assist him/her in matters requiring the attention of the Court as described herein. The Vice President shall assume the office of President should the President become unable to discharge his/her appointed duties.*
- (e) Secretary
 - (i) *The Secretary shall record and distribute the minutes of Honor Court meetings, and shall maintain a current list of members and their contact information. In addition, the Secretary shall keep a record of all further proceedings of the court and provide it for the President's review.*

Section 3.03 Election of Members

- (a) Members of the Honor Court shall be elected from the freshman class in the fall semester of each year. Honor Court members are not eligible to hold a class officer position at any time while an active member of the Honor Court.
- (b) Honor Court members from the sophomore class will set up elections for the Honor court to occur at the same time as general elections for the class.
- (c) Sophomore members of the Honor Court shall conduct the nomination and election of new members of the Honor Court. These members will make themselves available to the freshman class no later than two weeks prior to elections in order to answer questions concerning the Honor Court.

Section 3.04 Term of Service

- (a) Each member of the Honor Court shall serve on the Honor Court for the duration of their status as a medical student at MCG, so long as he/she remains in good academic and disciplinary standing. Members shall serve for four consecutive years with end of term occurring upon graduation of member's entering class.
- (b) If an Honor Court member fails to meet their duties or has become detrimental to the Honor Court/Honor Code mission, a majority vote by the members of the Honor Court and faculty advisors can remove said member from their seat. Said member will be given a probationary period to improve performance as deemed necessary by the President of the Honor Court, and 2 weeks' notice will be given before a vote will take place to remove said member. If a member is found responsible of Honor Code violation, this constitutes grounds for immediate removal from the Honor Court.
- (c) If a member decides he/she is not fit for duty, one can resign from the seat and elections will be held to replace that member within one month of resignation.

Section 3.05 Meetings of the Honor Court

- (a) The Honor Court shall meet at the call of the President, but in no event shall meetings be conducted less frequently than one time each academic semester exclusive of the summer semester.
- (b) A quorum for regular business shall consist of not less than 1/2 of the voting members.
- (c) Each new court shall assume office and conduct its initial meeting not later than the second Thursday in May.

Article IV. Examinations and Graded Activities

Section 4.01 Honor Pledge

- (a) The following statement (or words to the effect) shall be typed (or written) at the end of each written examination or Standardized Patient Assessment, or at the end of the answer sheet if it is separate from the examination:
 - (i) *"I pledge, to the best of my knowledge, I observed or know of no suspected violation of the Honor Code having taken place." -Signature of the student*
- (b) An unsigned pledge shall be construed as intent to report a suspected violation of the Honor Code. No examination paper with the pledge unsigned shall be returned, nor the grade recorded, until the student acknowledges his failure to sign the pledge. False signing of the pledge constitutes a violation of the Honor Code.
- (c) One of the Honor Court members will be available to check for unsigned exams and compiling a list of these names if needed. The Honor Court member shall be responsible for confidentially inquiring of each name on the list regarding intent to file a report of a violation.

Article V. Reporting Violations

Section 5.01 Procedures

- (a) If a student witnesses or suspects an Honor Code violation, he/she should notify an Honor Council member of their respective class in writing or through official school email within 48 hours. If a member of his/her respective class is not available, they should contact an Honor Council member either in the class above or directly contact the Honor Council President.
- (b) The Honor Council member to whom the violation was reported must then report the suspected violation to the Honor Council President within 24 hours of initially receiving

- (i) *The statement of accusation should name the alleged parties involved and state in as much detail as possible the place, date, time, circumstances, and other facts of the incident*
- (ii) *The Honor Council member who receives the written notification of an alleged violation must report it immediately to the Honor Council President.*
 - 1) In more serious professionalism cases, the President shall notify the Associate Dean of Student and Multicultural Affairs within seven days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the Medical College of Georgia and/or its programs.
- (iii) *Honor Council Members can answer general questions about the notification procedure, but specific information about the case may only be discussed with the President, Vice President, or Case Investigator.*

Section 5.02 Flow chart

- (a) Please see Figure 1 (attached) for a flow chart of reporting procedures.
 - (i) *Please refer to the MCG Professionalism Code for information on professionalism violations.*

Article VI. Hearing Procedures and Penalties

Section 6.01 If a violation is deemed necessary to progress to a hearing, involved parties will be notified with 48 hours of the decision.

Section 6.02 Hearing procedures will be made available to involved parties no later than 1 week before a hearing is to occur.

Section 6.03 At the end of each calendar year, the Honor Council President will submit a statistical report to the Honor Council faculty advisors on the number of honor code and professionalism violations that occurred within that year.

- (a) Under no circumstances should the name or any other identifying information about the accused or accuser be discussed.

Section 6.04 If a student is found guilty of an Honor Code violation, and the student does not have any professionalism or Honor Code violations for one year after the verdict, the student may request a meeting with the Senior Associate Dean for Undergraduate Medical Education to remove the verdict from the student's record.

- (a) The final decision to remove the verdict is under full discretion of the Senior Associate Dean for Undergraduate Medical Education.
- (b) If it is decided to not remove the verdict from the student's record, there is to be no further appeal process.

Article VII. Orientation

Section 7.01 Student Orientation

- (a) Prior to orientation, all incoming freshmen will be sent an agreement to be signed and turned in at Orientation stating that they have read the Honor Code, understand its meaning and implications, and agree to abide by this Honor Code.
- (b) Orientation of the incoming freshman class shall be the responsibility of the Honor Court as a whole, with the sophomore members acting as coordinators. Suggested topics include: the foundation of the system; the Honor Code; the Honor Court and how it functions; and reporting of violations.
- (c) Periodic re-emphasis of the Honor Code will be the responsibility of the Court members of the respective classes. Sophomore members shall be responsible for the freshman class until freshman members are elected

Article VIII. Revision of the Honor Code

Section 8.01 Revisions shall require a simple majority of the voting members of the Honor Court, approval of the Senior Associate Dean for Undergraduate Medical Education, and a ratification by a simple majority of students voting.

Ratified 01/2018

The Medical College of Georgia Honor Code

Figure 1: Violation Reporting Flow Chart

